



Project Definition

Project Statement and Objectives

Date _____

Project Title

PageProject Manager

Project Statement

Include an action and an end result (performance), a target completion date (time), and an overall project budget (cost).

Develop Objectives

- What value should this project produce?
- What short- and long-term benefits do we want?
- What constraints, restrictions, or resource limitations do we face?
- What requirements must be met?

Identify Measures

- How will the objectives be measured?

Set Standards

- What is the minimum and/or target level of performance?

Objectives

At the end of the project, we will have:

Value and Benefits

[illegible]

Constraints

Measures

[illegible]

Standards

[illegible]



1800

1000000

- *What are the major outputs of this project?*
- *What are the components of each output?*
- *What work needs to be done to achieve the objectives?*
- *How should work be organized to ease planning and control?*

Work Breakdown Structure

[illegible]



Resource Requirements

Date _____

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- *What supplies or materials will be used?*
- *What special or unusual resources are needed?*

